

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1213

**TITLE:** ENVIRONMENTAL COORDINATOR

**GRADE:** S-32

**DEFINITION:**

Under the direction of the Deputy County Executive, and as a member of the Senior Management Team, coordinates the development of strategic environmental policy for the County on major issues such as water resources, air quality, ecological resources, wildlife management, waste management, and noise, light, and visual pollution; monitors the administration and implementation of environmental program policy among County agencies; briefs the Board of Supervisors on new federal and state regulations and guidelines, as well as new programs and court decisions on environmental actions, and identifies critical factors of consideration; acts as liaison to business owners and citizens on implementation of environmental programs; provides staff support to the Environmental Coordinating Committee and various Task Forces and Councils such as the Environmental Quality Advisory Commission (EQAC); and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is located in the Office of the County Executive and is not in a chain of command with other related classes.

**ILLUSTRATIVE DUTIES:**

Monitors environmental policy at various County agencies, while coordinating the development of a consistent environmental strategy;  
Establishes program goals and objectives;  
Responds to inquiries from the Board of Supervisors, County Executive, County Attorney and County staff on a variety of environmental issues;  
Provides environmental information, technical expertise, and resource management assistance to other agencies, interest groups, and the public;  
Identifies key environmental initiatives;  
Briefs the Board of Supervisors on new federal and state regulations and guidelines;  
Facilitates compliance with all applicable local, state, and federal environmental regulations;  
Develops and implements environmental programs, projects, and studies;  
Provides policy input and interpretation before regional organizations to advance and protect County interests;  
Identifies, compiles, categorizes and prioritizes environmental issues and existing County practices, policies and regulations regarding environmental issues;  
Evaluates, administers and coordinates activities of the Environmental Coordinating Committee (ECC);  
Facilitates and coordinates activities of many cross-agency County environmental efforts pertaining to stormwater management, erosion and sediment control, environmental management systems, etc.;  
Provides staff support to the Environmental Quality Advisory Council (EQAC), to include assistance with monthly meetings, agendas, and minutes;  
Coordinates submission of the Environmental Quality Advisory Council annual report on the environment;  
Serves as member of the Hazardous Materials Task Force;

Manages consulting contracts related to environmental studies;  
Conducts presentations at executive-level meetings, regional and county policy advisory committee meetings, and civic associations to seek support of proposed environmental actions;  
Confers with development industry, business owners, and homeowners associations on implementation of environmental programs;  
Addresses citizen issues and concerns regarding environmental matters.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the provisions of complex Federal, State, and County laws, regulations and procedures;  
Thorough knowledge of modern practices, methods, materials and equipment used in environmental protection;  
Thorough knowledge regarding the development and implementation of environmental management systems;  
Considerable knowledge of environmental planning principles and practices;  
Considerable knowledge of sources of information, current literature, and recent developments regarding environmental planning issues;  
Knowledge of research methods and techniques;  
Ability to initiate and develop programs and policies;  
Ability to analyze policy and technical issues and exercise sound judgement in decision making;  
Ability to review and analyze issues and situations, and develop new and revised regulations/procedures to address them;  
Ability to analyze, interpret, and explain laws, regulations, policies and procedures to individuals, groups, or agencies in order to gain compliance, cooperation, and understanding;  
Ability to facilitate and work collaboratively with many cross-agency County teams to develop and implement effective environmental policy;  
Ability to establish effective, cooperative working relationships with officials, including the ability to develop consensus which accommodates conflicting interests and viewpoints;  
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering, Environmental Engineering, or a closely related field; PLUS  
Five years of progressively responsible experience in environmental protection work or a closely related field, including two years' management experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: March 8, 2002